



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
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November 19, 2015

Dear Prospective Proposer:

**ADDENDUM NO. 3 - TO ADD TRANSITIONAL AGE YOUTH SUPPORTIVE
EMPLOYMENT SERVICES AND ADULT EMPLOYMENT SERVICES IN THE
REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR MENTAL HEALTH SERVICES ACT MASTER AGREEMENT LIST
(BID # DMH111505B1)**

The Los Angeles County Department of Mental Health (DMH) is issuing Addendum No. 3 to the Request for Statements of Qualifications (RFSQ), for the Mental Health Services Act (MHSA) Master Agreement, Bid # DMH111505B1. This Addendum adds two distinct categories, Transitional Age Youth (TAY) Supportive Employment Services and Adult Employment Services to the RFSQ, resulting in the following changes:

- i) **In 1.0 GENERAL INFORMATION, Section 1.1 Scope of Work, Subsection 1.1.1 Community Services and Supports (CSS) Plan, the following two categories are added:**

“17. TAY Supportive Employment Services

Utilizing evidence-based supportive employment services, TAY Supportive Employment Services will assist TAY (individuals ages 18-25) receiving mental health services and residing in permanent supportive housing (and other housing situations), to obtain and maintain gainful employment to achieve self-sufficiency. TAY Supportive Employment Services will incorporate effective strategies that are driven by the individual's choice and include principles that integrate with mental health treatment. TAY Supportive Employment Services programs will be utilized to train current TAY mental health provider site staff in implementing supportive employment services within their existing mental health delivery system. The goal of the program is to provide 250 TAY consumers with supportive employment services in an effort to increase their self-sufficiency. TAY Employment Supportive Services will provide assistance with long-term, permanent employment opportunities, in addition to job retention follow-up.”

“18. Adult Employment Services

The Substance Abuse and Mental Health Services Administration defines recovery as “a process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential.” Research has shown that for many adults living with Serious Mental Illness (SMI), obtaining meaningful employment contributes to their recovery¹ and results in positive mental health outcomes and 70% of adults with SMI are interested in obtaining employment².

Adult Employment services funding will be provided to assist current clients receiving DMH services at designated clinics to obtain and maintain competitive employment in collaboration with the mental health services team. Services will include, but are not limited to an individualized employment assessment and plan, job preparation, development and retention services, and disability benefits planning.”

ii) **In Section 1.3.1 Proposer’s Minimum Qualifications, the following are added:**

“12. TAY Supportive Employment Services

Proposers with experience in TAY Supportive Employment Services must submit as part of their SOQ a program narrative not exceeding two pages demonstrating that Proposer meets the following requirements:

- A. Proposers must describe experience within the past year in locating employment opportunities. (Provide a list as Attachment I of the employers where consumers have been placed.)
- B. Proposers must describe experience in providing mental health and supportive services for the consumer while concurrently providing job search and placement. (Include the program description of these services.)

¹ Working Towards Recovery: The Role of Employment In Recovery From Serious Mental Health Problems: a qualitative meta-synthesis. *International Journal of Psychosocial Rehabilitation*. Vol 17(2) 35-49. Walsh FP & Tickle AC (2013).

² Substance Abuse and Mental Health Services Administration. *Assertive Community Treatment: Building Your Program*. DHHS Pub. No. SMA-08-4344, Rockville, MD: Center for Mental Health Services, Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services, 2008.

C. Proposers must describe their ability to assist consumer in maintaining employment. (Provide a report as Attachment II of the average length of employment.)”

“13. Adult Employment Services

Proposers with experience in Adult Employment Services must submit as part of its SOQ a program narrative not exceeding two pages demonstrating that Proposer meets the following requirements:

A. Proposer’s primary business objective is to assist individuals with obtaining employment. (Provide a copy of the agency’s mission or vision statement as Attachment I.)

B. Proposer shall currently and for the past three years have demonstrated experience with job development, job preparation and job placement for individuals 18 years old and older that have barriers to obtaining and maintaining employment such as limited job history, criminal convictions, substance use, physical and/or mental health disability, poverty and homelessness. (Provide a copy of a contract or three letters from agencies as Attachment II that demonstrates individuals with barriers to employment are returned to the proposer’s agency for job development, job preparation, and job placement.)”

iii) The Appendix I, Revision 2, MHSA SOQ Short Form, is deleted in its entirety and replaced with the Appendix I, Revision 3, incorporating the following changes:

- a) TAY Supportive Employment Services is added as Service Category 5.
- b) Adult Employment Services is added as Service Category 6.

The updated MHSA SOQ Short Form that includes the two new categories is attached. Prospective Contractors interested in adding one or both of these two new services are requested to indicate their preferences for those services and submit the updated form, along with the required documentation as indicated in the Proposer’s Minimum Qualifications above, to:

**Angel Baker, Interim Chief
Contracts Development and Administration Division
Los Angeles County-Department of Mental Health
550 S. Vermont Avenue, 5th Floor
Los Angeles, CA 90020**

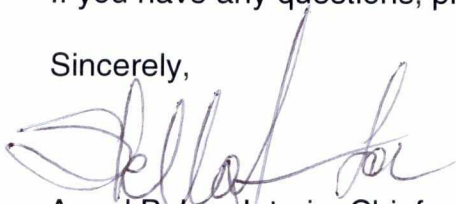
No response is required from agencies that do not qualify for providing these two new services.

Please also note that agencies can update their previously submitted MHSA SOQ Short Form at any time. All details for RFSQ MHSA Bid #DMH111505B1 and forms are available at the link below:

http://lacdmh.lacounty.gov/ToolsForAdministrators/Agency_Administration/current_open_solicitations.html

If you have any questions, please feel free to contact me at (213) 738-4684.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Angel Baker', is written over the word 'Sincerely,'.

Angel Baker, Interim Chief
Contracts Development and Administration Division

AB:MI:bm

Attachment (1)

c: Dennis Murata, M.S.W. (letter only)
Deputy Directors (letter only)
District Chiefs (letter only)